

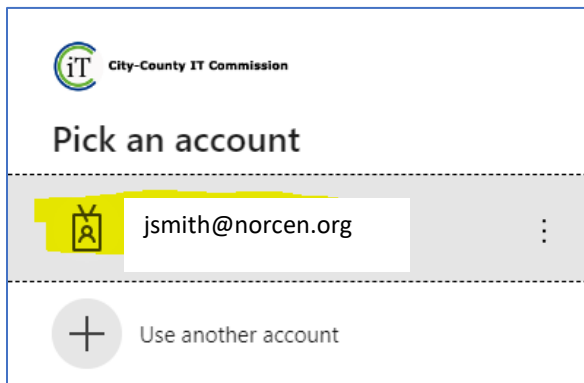
UKG Job Aid – View/Print Current and Historical Pay Statement

You can view your most current pay statement or past pay statements.

Log In to UKG

Click on the UKG desktop icon .

You will be asked to “Pick an account.” Your norcen.org email account should display like in the sample below. If it does not display, you will need to type it in.



The PW screen is your **Network** password. The one you log onto your computer with.

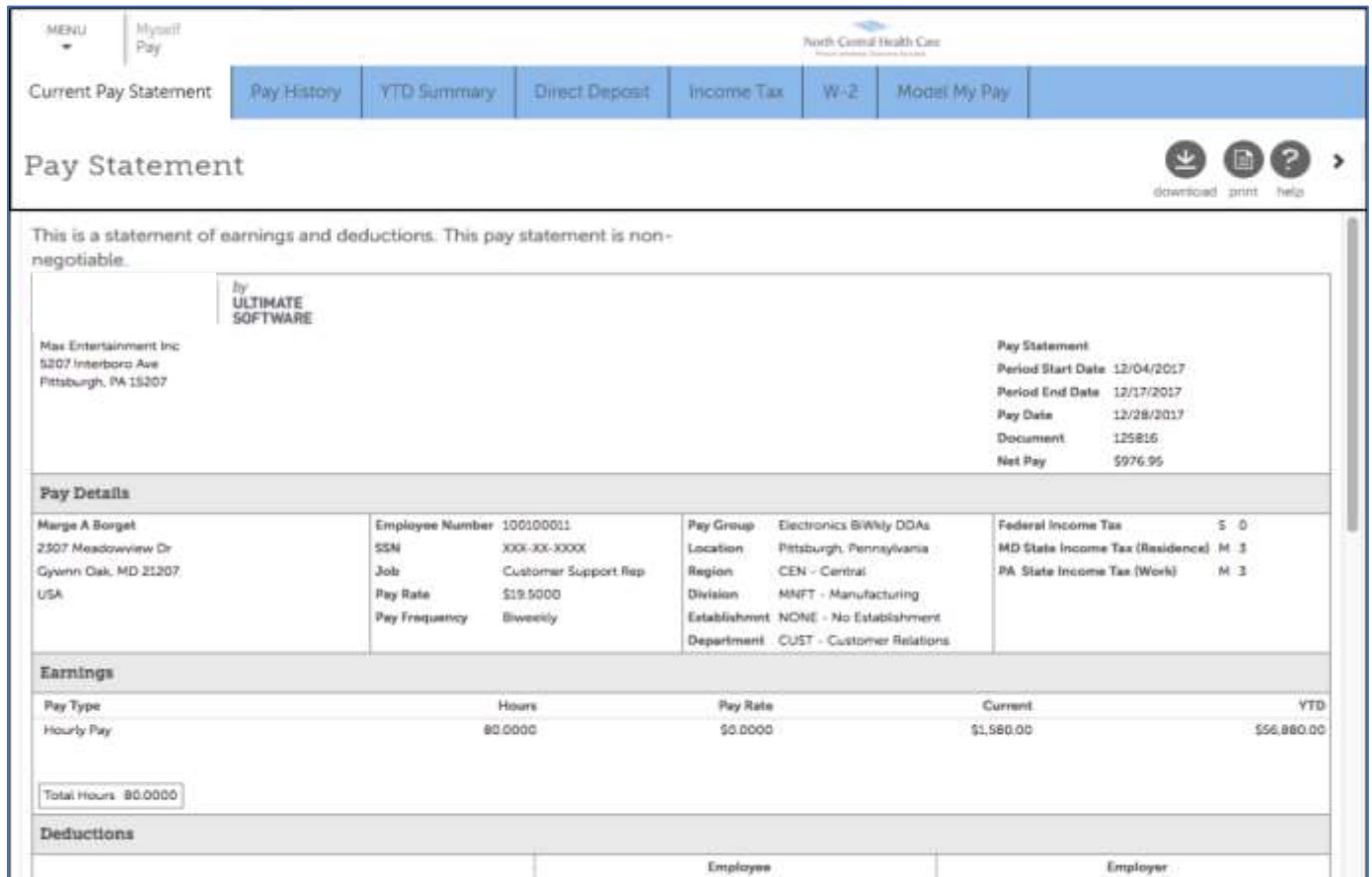


If prompted, completed the MFA (Multifactor Authentication) piece.

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Navigation: **Myself > Pay > Current Pay Statement** (optionally download or print the statement).

NOTE: The most recent pay statement displayed will be the payroll that has been most currently processed at the time of viewing. Prior to the pay date, you may see a pay stub, in advance of the actual pay date.



The screenshot shows the UKG Pay Statement interface. At the top, there is a navigation bar with tabs for 'Current Pay Statement', 'Pay History', 'YTD Summary', 'Direct Deposit', 'Income Tax', 'W-2', and 'Model My Pay'. Below this is a 'Pay Statement' header with download, print, and help icons. The main content area includes a disclaimer, employer information (Max Entertainment Inc), pay statement details (Period Start Date: 12/04/2017, Period End Date: 12/17/2017, Pay Date: 12/28/2017, Document: 125816, Net Pay: 5976.95), and a 'Pay Details' table.

Pay Details			
Marge A Borget 2507 Meadowview Dr Gwynn Oak, MD 21207 USA	Employee Number 100100011 SSN XXX-XX-XXXX Job Customer Support Rep Pay Rate \$19.5000 Pay Frequency Biweekly	Pay Group Electronics BiWkly DDAs Location Pittsburgh, Pennsylvania Region CEN - Central Division MNFT - Manufacturing Establishment NONE - No Establishment Department CUST - Customer Relations	Federal Income Tax 5 0 MD State Income Tax (Residence) M 3 PA State Income Tax (Work) M 3

Earnings

Pay Type	Hours	Pay Rate	Current	YTD
Hourly Pay	80.0000	\$0.0000	\$1,580.00	\$56,880.00

Total Hours: 80.0000

Deductions

	Employee	Employer

Pay Statement Breakdown

There are seven main sections on your Pay Statement.

NOTE: Details within each section of the Pay Statement vary from employee to employee and even from pay period to pay period for the same employee based on many factors dictated by NCHC policies regarding employee specific roles/positions (e.g., hours worked, days worked, time of day worked, deductions, paid leave time, earnings eligibility).

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Pay Details – Contains your name and address information. It is important to confirm *Pay Details* accuracy, as this information displays on your W-2. Rate of pay, department, and other items may also show in *Pay Details* section.

Earnings – Presents the Current and Year-to-Date (YTD) wages you earned as an employee of NCHC. You can see the itemized Pay Type, Hours, and Pay Rate:

- **Regular Pay** – A *Regular Pay* line displays for each pay week worked in the pay period. Multiple lines of *Regular Pay* may display on your Pay Statement. Each *Regular Pay* line lists total Hours worked, straight hourly Pay Rate, and Current earnings amount for the pay week.
- **Holiday** – A *Holiday* line displays for each pay week with an NCHC observed holiday. Multiple lines of *Holiday* may display on your Pay Statement. For eligible employees, each *Holiday* line lists eligible holiday Hours, straight hourly Pay Rate, and Current earnings amount for the pay week.
- **Holiday Worked** – A *Holiday Worked* line displays for each pay week worked where you have recorded hours eligible for holiday worked pay. Multiple lines of *Holiday Worked* may display on your Pay Statement. Each *Holiday Worked* line lists the Hours worked eligible for holiday worked pay, straight hourly Pay Rate, and Current earnings amount for the pay week.

Tip: *Holiday Worked* is paid at “time and a half.” Add together amounts in the corresponding *Coefficient Overtime* and *Holiday Worked Current* columns to total your *Holiday Worked* pay for a pay week or pay period.

- **Overtime** – An *Overtime* line displays for each pay week worked where you have recorded hours eligible for overtime pay. Multiple lines of *Overtime* may display on your Pay Statement. Each *Overtime* line lists the Hours worked eligible for overtime pay, straight hourly Pay Rate, and Current earnings amount for the pay week.
- **COT Overtime** – A *Coefficient Overtime* line displays for each pay week worked with eligible overtime recorded and any holiday worked in the pay period. Multiple lines of *Coefficient Overtime* may display on your Pay Statement. Each *Coefficient Overtime* line lists the Hours worked eligible for coefficient overtime pay, Pay Rate of approximately half of your COT Overtime rate, and Current earnings amount for the pay week.

Tip: Adding together amounts in the *Overtime*, *Coefficient Overtime*, and *Holiday Worked Current* columns equal your total “time and a half” overtime pay for a pay week or pay period.

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- **On Call** – An *On Call* line displays for each pay week worked where eligible employees have recorded hours eligible for on call pay. Multiple lines of *On Call* may display on your Pay Statement. Each *On Call* line lists the Hours worked eligible for on call pay, the established-on call Pay Rate, and Current earnings amount for the pay week.
- **Call Time** – A *Call Time* line displays each time an eligible employee records hours eligible for call time pay. Multiple lines of *Call Time* may display on your Pay Statement. Each *Call Time* line lists awarded call time Hours based on NCHC policy, Pay Rate, and Current earnings amount for each day paid.
- **Shift Differential** – A *Shift Differential* line displays each time an eligible employee records hours eligible for the respective shift differential pay. Multiple lines of Shift Differential may display on your Pay Statement. Each Shift Differential line lists earned shift differential Hours based on NCHC policy, the established shift differential Pay Rate, and Current earnings amount for each day paid.

Tip: There are several Shift Differential codes to accommodate NCHC policies, but they serve the same purpose on your Pay Statement. The following are Shift Differential code examples:

- Weekend Shift
- PM Shift Dif
- Night Shift Dif
- PM Shift Pro
- Night Shift Pro

Deductions – Shows current and Year-to-Date (YTD) deduction information for both employee and employer paid deductions such:

- Insurance Premiums
- Health Savings Account (HSA)
- Wisconsin Retirement System (WRS)
- Uniform
- United Way
- Quick Charge

Taxes – Presents your current and Year-to-Date (YTD) tax information by tax code.

Paid Time Off – Shows your accrued PLT (Paid Leave Time) for that specific pay period, total available PLT balance, and total PLT taken.

Net Pay Distribution – Lists how the Net Pay was distributed among your direct deposit accounts.

Pay Summary – Presents a summary of your Net Pay calculated for the current payroll, and for the year.

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View Pay History

Use Pay History to view, download, or print single or multiple pay statements.

Navigation: Myself > Pay > Pay History >

On the **Pay History** page, enter Find by criteria.

Select **Search**.

Select the **Pay Date** for which you want to see the pay statement.

Pay History download print help

Select a pay date to view, download, or print a single pay statement. To download multiple pay statements, select up to 30 pays with a pay date on or after 01/04/2021. Select Download to initiate the process to receive a single file with multiple pay statements.

Find by **Date range** From To **Search**

Filtered by Date range is between 01/01/2021 and 11/05/2021 [Clear Filters](#) Displaying all records | 0 record(s) selected

	Pay Date	Document Number	Net Pay	Earnings	Employee	
					Deductions	Taxes
<input type="checkbox"/>	02/05/2021	55272	\$1,044.03	\$1,778.31	\$325.35	\$408.93
<input type="checkbox"/>	01/29/2021	55225	\$909.35	\$1,577.97	\$329.34	\$339.28
<input type="checkbox"/>	01/22/2021	55180	\$1,015.98	\$1,727.47	\$335.32	\$376.17
<input type="checkbox"/>	01/15/2021	55135	\$873.82	\$1,528.14	\$327.35	\$326.97
<input type="checkbox"/>	01/08/2021	55090	\$1,017.56	\$1,727.47	\$333.19	\$376.72
<input type="checkbox"/>	01/04/2021	55045	\$1,223.89	\$2,027.47	\$335.32	\$468.26

Optionally download or print the pay statement.

NOTE: To view multiple statements, select the arrow to the right or the left of the date on the pay statement.

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Print Current Pay Statement



1. While viewing current pay statement, click the print icon .
2. Click radio button next to Social security number format to print (or hide) on current pay statement.

Print Format

finish cancel

Social security number

Show all numbers (395-52-4636)

Show last 4 numbers (xxx-xx-4636)

Hide numbers (xxx-xx-xxxx)

3. Click finish  . Printer friendly version of current Pay Statement displays.